


Going Places

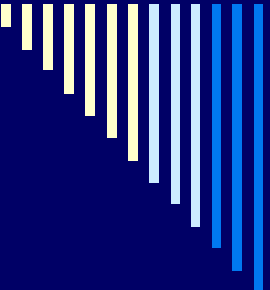
With The Office of Student Life

Michael J. Adanti Student Center

Room 213

392-5782





The Sky is the limit but let's start on the ground.

□ Contents

- Guidelines
 - Funding
 - Forms
 - Emergencies
 - Returning
-



First things first...



□ Budget

- **Before** making the flight arrangements, hotel accommodations, or any travel reservations a club/organization must have the **FUNDS**.
 - SGA funds up to one out of state conference per year, and one in-state trip per semester.
 - Raise money by holding fundraisers.
 - Please check the status of your account with The Office of Student Life **prior** to making any travel arrangements.

The funds are there, let's get moving!

□ General guidelines:

- Paperwork should be submitted 15 business days (3 weeks) prior to the event. This allows for The Office of Student Life and Accounts Payable to process the paperwork effectively and efficiently.
- A Faculty Advisor must attend all trips. They are responsible for ensuring that all students return to campus safely.
- It is ultimately the responsibility of the advisor to make sure that all paperwork is submitted on time and correctly.
- Contracts, if applicable, can only be signed by Vice Presidents and then must be signed by the Assistant Attorney General. Please utilize the Purchase Order process when possible.





Start your engines and your pens.



- All trips require an Off-Campus Facility Usage Form and Assumption of Risk Forms to be filed with the Office of Student Life. The Office of Student Life uses this form as a means to recognize and authorize a club's trip.
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Assumption of Risk Form Sample

SOUTHERN CONNECTICUT STATE UNIVERSITY
New Haven, Connecticut 06515-1355

STATEMENT OF DUE WARNING AND ASSUMPTION OF RISK FORM

Print or Type Information

I, Jamie Sullivan being eighteen (18) years of age or older, voluntarily agree to participate in the following activity (**please list specifics**)

Bowling Night and China Buffet with The Student Life Club. I will be providing my own transportation.

On the following date(s) 05/04/06

With the following class/group/organization: The Student Life Club

I am aware of the inherent and/or latent danger (including but not limited to: risk of serious injury, the hazards of travel, accident or illness, or acts of God) of participating in such an activity.

I am aware that I should (if appropriate) have a medical exam prior to participating in this activity to ensure that I am in good physical health. I am aware that I should see that I am properly covered by adequate accident and/or medical insurance. If I am not, I agree to obtain sufficient liability/accident/health/travel insurance, at my own expense, to insure me against any loss occasioned by this activity.

I am also aware and have been advised that the University and/or its personnel will provide minimal or no supervision during this activity.

Knowing this, I assume all risks that may arise from or in connection with this activity. In addition, I do hereby agree and warrant to release and hold harmless the State of Connecticut, Board of Trustees of the Connecticut State University and/or Southern Connecticut State University, its agents and employees, from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury resulting from my voluntary participation in this activity.

Individual's Name Jamie Sullivan

Student ID # 7000000 Local Telephone 2-5782

Local Address 102 Neff Hall

New Haven, CT 06515

Emergency contact info: Bethany Sullivan Phone 860 222 2222 860 333 3333
Name Day Night

Signature _____ Date _____

- If the trip is funded by a club or organization through SGA funding, all students attending must be full-time, undergraduate matriculated students. Part-time students wishing to participate can do so by purchasing the University Accident Insurance through the business office for a nominal fee.
- If students are providing their own transportation, it must be indicated on the assumption of risk form.
- Students providing their own transportation must provide The office of Student Life with a photo copy of their driver's license and of the Declaration Page of their Insurance Policy.

Forms must be submitted to the Office of Student Life,
Michael J. Adanti Student Center, Room 244, prior to the activity taking place.



The CSU Travel Authorization Form

- All trips that are out-of-state, overnight, or over a total of \$25 require a Travel Authorization Form.
 - Attach list of students with their Student ID numbers
 - Attach a detailed itinerary with information including lodging, flight arrangements, departure and arrival times. Things may change but initially, this information should be included.
 - All expenses must be listed (hotel, transportation, registration fees, advisor costs, etc... and a source for these costs must be attached -quotes, registration forms, etc...)
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Signatures

- Prior to being submitted to The Office of Student Life, the TA Form must be signed by the employee traveling (advisor), that employee's supervisor, and for faculty members, the dean of that individual's school and Academic Vice President. **All employees should discuss traveling with the club or organization they advise far prior to the trip taking place.**
 - The Office of Student Life will approve the budget, secure the Vice President of Student Affairs signature if needed, and contact the advisor with any questions, comments, and or concerns.
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The CSU T.A. Form

TRAVEL AUTHORIZATION
(Rev 11/07)

SC SU

****An approved TA must be submitted to the Travel Office at least two weeks prior to travel!****

TA # _____
 ORIGINAL REVISED
 DATE _____

TRAVELERS NAME: **Sal Rizza** WORK PHONE/EXT: **2-5168**
 BANNER ID #: **7000000** E-MAIL: **rizzas1@southernct.edu**
 STATUS (EX: FT FAC, FT STAFF, STUDENT, ETC.): **FT Staff**
 COLLECTIVE BARGAINING UNIT: AAUP MGMT SUOAF-AFSME OTHER

ITINERARY		DEPART		RETURN		CARRIER INFO
FROM	TO	DATE	HOUR	DATE	HOUR	FLIGHT/RAIL/BUS/AUTO
SCSU 501 Crescent Street New Haven, CT 06515	China Buffet/Bowling Alley 2300 Dixwell Ave Hamden, CT 06473	5/4/08	7pm	5/4/08	11:30pm	University Vans

OBJECT AND NECESSITY OF TRAVEL (attach relevant travel documents Ex: Conference announcement)
Student Life Bowling Trip

TYPE OF TRANSPORTATION
 AIR (IF FLYING OUT OF BRADLEY A PARKING PERMIT IS REQUIRED) PERMIT REQUESTED? YES NO
 PERSONALLY OWNED CAR STATE OWNED VEHICLE
 (COPY OF DECLARATION PAGE OF INSURANCE POLICY REQUIRED. ATTACH LIST OF ADD'L RIDERS)

TRAVEL ADVANCE REQUESTED? YES NO

AMOUNT OF REQUEST _____ **TRAVEL ADVANCE AGREEMENT MUST BE SIGNED**

Airfare/Rail	Lodging		
Taxi	Conference Hotel		
Rental Car (attach justification)	Hotel Tax		
Personal Mileage _____ MI @ _____ RATE \$0.00	Meals (Per Diem Rate \$ _____) www.psa.gov		\$424.75
Parking/Toll	Registration		\$250.00
Other _____	TOTAL ESTIMATED COSTS		\$674.75

FUND	ORG	ACCT	AMOUNT	BUDGET AUTH APPROVAL
111	888888	732105	\$674.75	

Travelers Signature: *SR* Date: **4/20/08**
 Supervisor/Approving Auth: *D.S.D* Date: _____
 Budget Auth (if different than Supervisor): *D.S.D* Date: _____
 Chair/Dean/VP/Pres Approval: *D. Heron* Date: _____
 Travel Office: _____ Date: _____ Encumbered: _____

□ This is a sample form where “The Student Life Club” has requested money for dinner and a bowling night.

Dispersing Funds through vouchers

of receipts attached: _____ Received by: (Accounts Payable initials) _____ Date: _____ 1026

PAYMENT REQUEST FORM
Southern Connecticut State University

This form and appropriate receipts must be submitted to the Office of Student Life/Student Affairs at least 7 days prior to the date the check is needed.

Name: China Buffet FEIN/ID # 000 00-000
Street Address: 1280 Dixwell Ave
City: Hamden State: CT ZIP: 06514
Phone Number: 203 289 7000 (must be filled out if check is being picked up)

Payment payable to (check one) vendor student employee
Organization Name: Student Life Clubs
Identify each fund, org/program, and account along with amounts if more than one fund, organization, or account is to be charged.

Fund	Organization	Account	Program	Amount
816	LLLLLL	732750	520000	\$1424.75
81			520000	
81			520000	
81			520000	
81			520000	
Total Payment:				

Invoice Number: _____ Invoice Date: _____
Description: T A 0 0 0 0 0 0
(Limited to 50 Characters for This Entry)
Detailed Description of Expenditure: - social meeting

Cash Advance (Account will be debited if receipts not submitted within 30 days)
Payment Request is to be Picked Up _____
Treasurer Signature: JS Date: _____
Faculty Advisor Signature: SR Date: _____
University Official: DIBO Date: _____

ACCOUNTS PAYABLE OFFICE USE ONLY
1099 (Y/N) _____ Voucher # _____ Check # _____ Routed By _____

- In order to receive the funds listed on the T.A. Form, “The Student Life Club” has submitted two payment request forms. One directly for the lane fees at the Hamden Lanes and one as an advance to be used at China Buffet. These forms can be submitted with the T.A. Form.



Requesting Vans- Eligibility

- Southern Connecticut State University full-time employees, full-time students, University Assistants, and part-time employees are eligible to drive vans as long as they fulfill the following requirements-
 - Drivers must be acting in accordance to their responsibility to a Southern Connecticut State University club or organization.
 - Drivers must be 21 years of age or older.
 - Drivers must read and agree to the Van Usage Policy.
 - **Drivers must successfully complete the driver safety program coordinated by the Office of the Dean of Student Affairs and the Department of Public Safety.**
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Requesting Vans- How

- Fill out a Student Affairs Van Usage Form, available in the Office of Student Life, or on-line to Sal Rizza, Assistant Director of Student Life in the Michael J. Adanti University Student Center, Room 213.
 - The form will be reviewed and approved by the Office of Student Life.
 - Sal Rizza will send the requester who submitted the form, an e-mail confirming that the form has been approved.
 - The van requester may pick up the keys from the Office of Student Life between 8:30am- 4:30pm, Monday through Friday but should not pick them up before more than one day prior to the trip.
 - **The complete list of van policies can be obtained from The Office of Student Life**
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The vans go bowling!

Southern Connecticut State University ID 0000061
Office of Student Life
Van Request Form

Person Requesting the Van Mr. Salvatore Rizza Phone Number (203) 392-5168

Organization Student Government Association

Trip Advisor Sal Rizza Phone Number (203) 392-5782
Mobile Number (203) 555-5555

Trip Information

Destination of Trip Student Life Bowling

Trip Description
The Office of Student Life will be going to China Buffet and Bowling.

Date(s) of Trip May 4th, 2006

Departure Time 5/4 7pm Departure Time from Destination 5/4 11pm Estimated Time of Return 5/4 11:30pm

Address of Destination China Buffet and Bowling Alley
2300 Dixwell Ave

City Hamden State CT Zip 06473

Estimated Mileage of Trip 10 miles

Driver Information

Is a Driver Needed No

Driver's Name Eric LaCharity

Driver's Department Student Life

Driver's Phone (203) 392-5782

License State CT License Number 123456789

Approved By _____ Date _____

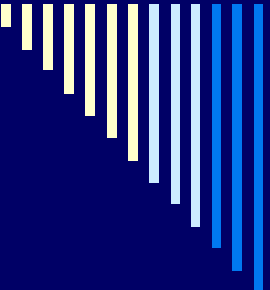
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When the going gets tough.

□ Flight Arrangements

- Arranging flights can be challenging. The basic rule is the earlier the better.
 - The University utilizes Sanditz Travel Agency for its travel needs. Call 1-860-658-1901 to obtain pricing for flights.
 - Once a TA is completed and Accounts Payable has assigned a TA Number, you can contact Sanditz to reserve flights. When calling you will need to know the following-
 - The TA Number,
 - The Agency Name; Southern Connecticut State University
 - The Agency Number: CSU85000
 - The advisor who is traveling will need to know their employee ID Number
 - Please email Anele Harrington at harringtona1@southernct.edu if the amount for flights has changed from what was originally requested.
 - Anyone who reserves a flight by credit card through an on-line travel site (ie...Travelocity) will not be able to be reimbursed until after the trip.



Over the river and through the woods...don't forget the tolls.

- Other Expenses can add up very quickly. Here are a few-
 - Gas- when utilizing the University vans, they must be returned with a full tank of gas. Please be sure to plan accordingly.
 - Tolls- A cost often forgotten about.
 - Parking- Many places (Boston being the most expensive) require one to pay for parking.
 - Please be sure to include these costs on the TA Form and to request a cash advance to pay these costs.
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Keep the change...make the revision.

- Things may change. In the event that your trip is postponed, your advisor can no longer travel, or your conference changes locations, please inform The Office of Student Life as soon as possible. In some cases, a Revised Travel Authorization may be needed.
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Winter Advisory...



□ Trips Leaving from Campus

- The trip advisor will be responsible for tracking weather leading up to the trip. Decisions regarding postponement or cancellation should be made prior to the trip whenever possible.
- In the event of inclement weather, please call 392-SNOW. If the university is closed, please call Denise Bentley-Drobish (203) 619-1782 or Sal Rizza (203) 619-1785 to determine whether the trip is to be cancelled, postponed, or move forward as scheduled.
- If the university is not closed during inclement weather (snow or ice), on the day the trip is scheduled to depart, the advisor must contact The Office of Student Life to discuss the option of postponing or canceling.
- At all times, the safety of the students travel must take precedence.

□ Trips Returning to Campus

- The trip advisor will be responsible for tracking weather leading up to the trip's departure. Decisions regarding postponing the return should be made prior to the trip whenever possible.
 - In the event of inclement weather, please call 392-SNOW. If the university is closed, please call Denise Bentley-Drobish (203) 619-1782 or Sal Rizza (203) 619-1785 to implement an appropriate plan.
 - If the university is not closed during inclement weather (snow or ice), on the day the trip is scheduled to depart, the advisor must contact The Office of Student Life at (203) 392-5782 to discuss the option of returning at a later date.
 - At all times, the safety of the students travel must take precedence.
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While you are away.

- ❑ The Policies and Code of Conduct of SCSU are to be followed by all students.
 - ❑ In the event of an emergency (medical, illness, police incident, etc...), please contact Campus Police at 203 392 5375 to notify them of the incident.
 - ❑ Please monitor the weather conditions both locally and at your intended destination. Inclement weather, forest fires, and threatening situations have affected travel in the past. Please notify The Office of Student Life or Campus Police if you need assistance.
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Welcome Home!

- Employee Voucher (The Yellow Form)-
The Advisor who submitted the initial TA Form must complete an Employee Voucher when they return. On this form, all expenditures are to be accounted for.
 - If The Student Government Association funded the conference, a conference report must be submitted by all participants upon their return.
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Thank you for riding with us.

- We are happy to help you with all of your travel needs.

The Office of Student Life

- Denise Bentley-Drobish, *Director of Student Life and Student Affairs*
- Sal Rizza, *Assistant Director of Student Life*
- Eric LaCharity, *Assistant to the Director of Student Life*
- Charlene Stack, *The Office of Student Life Super Secretary*
- Kim Peterson, Kim Hronis, Felicia Valentino, *Graduate Interns*
- And our Amazing Student Staff

